

THRU : Chief, Administrative Staff, ORR
Chief, Industrial Division, ORR
Chief, Producers' Equipment Branch, ORR

1 May 1959

Publication of an office periodical by ORR

1. The office periodical recommended in your memo of 1 April 1959 would be highly desirable. In addition to increasing the efficiency and cohesion of ORR through better exchange of information, it might help to stimulate the flow of ideas.
2. The publication should be issued weekly. It is estimated that one hour a week would be required from this branch for contributions to the publication.
3. The format used in the sample is satisfactory. Coverage should include all of the subjects mentioned in the proposed office regulation with the exception of the following:
 - a. Notice of impending meetings between ORR and non-CIA individuals and the results thereof. These meetings are only occasionally of general interest.
 - b. Participation in interagency and intraagency committee meetings except when these may be of general interest.
 - c. Completion of training courses including self-sponsored.
 - d. Minor changes in functions of personnel and components.
 - e. Promotions. These should be the concern only of the recipients and the administrative personnel concerned.
 - f. Births, marriages, and deaths. Inclusion of these seems to me to give the journal too personal a character.
 - g. An additional section might be included for questions or problems posed by an analyst which he thinks can be answered by someone else in the organization. For example: "Has anyone seen

SUBJECT: Publication of an office periodical by ORR

any information on a proposed trade agreement between country 'a' and country 'b'? To get the answers to these problems it is necessary at present for the analyst to consult various people he thinks may be able to provide the answers; frequently he fails to question the right person.

25X1A9a
[REDACTED]

DISTRIBUTION:

Orig and 1 - Addressee
1 - D/I
2 - I/PE

25X1A9a
ORR:I/PE/[REDACTED]/gdj/3647/1May59